



COMDTNOTE 5212
SEP 08 2005

COMMANDANT NOTICE 5212

CANCELLED: SEP 07 2006

Subj: DESIGNATION OF RECORDS COORDINATOR (RC)

Ref: (a) Information and Life Cycle Management Manual, COMDTINST M5212.12A
(b) National Archives and Records Administration (NARA) Disposition of Federal Records:
A Records Management Handbook
(c) Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5210.5D

1. PURPOSE. This Notice announces that per the provisions of references (a) and (b), effective immediately, a Records Coordinator (RC) must be designated to provide guidance to subordinate units and to act as a point of contact for all record related matters within the Command. Provide responses NLT COB, Friday, 23 October 2005. Commandant (CG-61) will update RC list and coordinate with Commands to ensure training is provided.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Authorized for Internet release.
3. RESPONSIBILITIES.
 - a. Area and district commanders, commanders of maintenance and logistics commands, sectors, commanding officers of headquarters units, integrated support commands, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall designate a RC and submit the name and phone number to Commandant (CG-61) upon receipt of this Notice and thereafter whenever a change occurs.
 - b. The RC shall provide guidance as necessary to subordinate units, and ensure compliance with the provisions of reference (a). General training resources are available from the National

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	a	b	c	d	e	f	g	h	i	j	k	L	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1		1					
B		8	10	2	12	7	20	6	9	7	3	2	1	14	3	1	1	50	1	2	4	1	3	1	1	1
C	3	2	1	2	3	1	1	1	1	1	3	1	2	4	1	3	1	1	1	1	1	1	1	1	1	
D	1	1	1	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	1	1	1	1			
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Archives and Records Administration (NARA) Regional Records Centers. The RC provides the CG Records Officer information and support needed to develop and implement the agency program. Major duties are as follows:

- (1) Maintain a copy of each Records Transmittal and Receipt, Standard Form 135, for all records transferred to a records center.
 - (2) Conduct local liaison activities with the appropriate Regional Administrator of NARA's Federal Records Center in their Area of Responsibility regarding transfer of records. Ensure requirements for records creation and recordkeeping are included in the design of new systems (electronic or textual) supporting their programs.
 - (3) Review appropriate portions of reference (a), Section II, and the General Records Schedule, Section III, to determine length of time (disposition) records must be maintained. For record material which does not have an authorized disposition, submit a Request for Records Disposition Authority, Standard Form 115, to Commandant (CG-61) for approval. Record material may not be destroyed without obtaining an authorized disposition. Both paper and electronic files will be labeled using the Standard Subject Identification Codes (SSIC) Manual, COMDTINST M5212.5 (series), per reference (c).
4. FORMS/REPORTS. Records Transmittal and Receipt, Standard Form 135, and Request for Records Disposition Authority, Standard Form 115, are available in the Adobe library.

R. T. HEWITT /s/
Assistant Commandant for Command, Control,
Communications, Computers and Information Technology